

OCEAN CITY
 WATER DEPARTMENT
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *1187*

PAGE 1 OF 2

Agency	Division/Unit
Town of Ocean City	Water

ITEM NO	DESCRIPTION	RETENTION
1	Purchase Orders Purchase Orders, Requisitions, Invoices, Hand written notes.	Retain for 3 years, then destroy.
2	Meter Reading (Copies) Contains: Service Orders (rereads, property transfers).	Retain for 3 years, then destroy.
3	Time Sheets Contains: Employee Time Sheets, Work Assignments, Daily Work Report.	Retain for 2 years, then destroy.
4	Meter Permits/ Pumping Reports Contains: Temporary Water Permits, Monthly Reports/State DHMH, Special Events, Pumpage Reports, Water Permit Log, etc.	Screen Annually. Destroy material having no further legal, administrative fiscal or operational value.
5	Meter Installations Billing Instructions, Inventory Item re-order list by vender, Test Invoice, Issue Ticket, Daily Work Report, Correspondence.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
6	Meter Installation / New Touch Read Meters Service orders to install new Touch Read Meter, Employee Installation Report-Daily, Etc.	Retain for 50 years, then destroy.
7	Subject Files Contains: Accident Reports, Maps, MD State Depts. Information, Correspondence, Sanitary Reports, Bids, Contracts, Council Meeting Notes, Insurance Claims, Water Main Breaks, Lead & Copper Monitoring Reports, Lead & Copper Sampling Reports, Paint Process Water Tanks, Budget, Certificates, Loss Control Programs, Certifications, Etc.	Screen Annually. Destroy Material having no further legal, administrative fiscal or operational value.

APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION

DATE 3-9-00

SIGNATURE Ron Ellis

TYPE NAME Ron Ellis

TITLE Water Department Super

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE APR 11 2000

SIGNATURE Edward C. [Signature]

OCEAN CITY
FINANCE DEPARTMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *1187*

PAGE OF

Agency	Division/Unit	
Town of Ocean City	Water	
ITEM NO	DESCRIPTION	RETENTION
8	Water Contracts Contains: Contracts, Correspondence Specifications, Proposals.	Retain for life of contract plus 3 years, then destroy.
9	Personnel Files Copies, Originals to Human Resources.	Retain for 3 years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 29

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water Dept.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Purchase Orders

5. EARLIEST YEAR / LATEST YEAR

~~1985~~ to *1999*
1981

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Purchase Orders; Requisitions; Invoices;
Hand Written Notes;*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

Vendor

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- Number *C.F.*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
 - Month(s)
 - Year(s)
- Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

65th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*Retain for 3 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

OCEAN CITY

2. DIVISION

Water Dept

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Meter Readings (copies)

5. EARLIEST YEAR / LATEST YEAR

1995 TO 1995

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: SERVICE ORDERS (RE READS);
PROPERTY TRANSFER;
ORIGINALS TO BILLING (FINANCE)

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

work order
series No.

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number _____

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

6574 STREET

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

RETAIN FOR 3 YEARS,
THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water Dept.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Time Sheets

5. EARLIEST YEAR / LATEST YEAR

1972 TO 1977

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: Employee Time Sheets; WORK ASSIGNMENTS; DAILY WORK REPORT

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

3
Number *C.F.*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

657th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. RECOMMENDED RETENTION

Retain for 2 years, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water Dept.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Meter Permits/Pumpage Reports

5. EARLIEST YEAR / LATEST YEAR

1981 / 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: Temporary Water Permits; Monthly Reports/State DTHMT; Special Events; Hydrant Services Returned; Pumpage Reports; Water Permit Log; etc

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

65th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Destroy material having no further legal, administrative Fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>5</u> of 8 <u>9</u>
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1. DEPARTMENT/AGENCY <i>Ocean City</i>	2. DIVISION <i>Water Dept.</i>	3. UNIT
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <i>Meter Installation</i>	5. EARLIEST YEAR / LATEST YEAR <i>1997 to 1999</i>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
Billing Instructions; Inventory Item Re-order List by Vendor; Test Invoice; Issue Ticket; Daily Work Report; Correspondence;

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <i>Date</i>	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number <u>1</u> <i>C.F.</i>
10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____		

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>657h Street</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
---	--

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for 3 years and until all audit requirements have been fulfilled, then destroy
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water Dept.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Meter Installation
New Touch Read Meters*

5. EARLIEST YEAR / LATEST YEAR

1997 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

Service orders to install New Touch Read Meters; Employee Installation Report - Daily; etc.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

Date

9. VOLUME

C.F. File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) *Binders*
2
Number 7

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

65th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

*Retain For 50 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water

3. UNIT

R. Ellis

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Subject Files

5. EARLIEST YEAR / LATEST YEAR

1981 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

CONTAINS: Accident Reports; MAPS; Md STATE DEPT'S INFORMATION; Correspondence; SANITARY REPORTS; Bids; CONTRACTS; Council Meetings/Notes; INSURANCE CLAIMS; WATER MAIN BREAKS; LEAD + COPPER MONITORING REPORTS; LEAD + COPPER SAMPLING REPORTS; PAINT PROCESS WATER/LEAK

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

subject

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

25th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Destroy material having no further legal, administrative fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION Water Construction

3. UNIT R. Ellis

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Water Contracts

5. EARLIEST YEAR / LATEST YEAR

1977 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series;

CONTAINS: CONTRACTS; CORRESPONDENCE; SPECIFICATIONS; PROPOSALS;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Microfilm
- Legal Size
- Computer Tape
- Bound Book
- Floppy Disk
- Audio Tape
- Video Tape
- Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

Contract No.

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

Number 4 C.F.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

25th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION Retain for Life of Contract plus 3 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Water

3. UNIT

R. Ellis

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Personnel Files

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

COPIES, ORIGINALS TO HUMAN RESOURCES

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

NAME

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

1/2
Number *C.F.*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number _____

11. FILE IS USED

INACTIVE

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

65th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

*Retain For 3 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE